



## Residential Permit Application

Provide All Information Fill in All Blanks

**Project Address:** \_\_\_\_\_

**Property Owner:** \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Phone No: \_\_\_\_\_

Parcel No: \_\_\_\_\_ Use of Building: \_\_\_\_\_

Description of Property: \_\_\_\_\_

Subdivision

Lot #

Block

**Applicant & Contact Person:** \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Phone No: \_\_\_\_\_

Fax: \_\_\_\_\_ Email: \_\_\_\_\_

**Contractor:** \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Phone No: \_\_\_\_\_

Contractor's License: \_\_\_\_\_ State Sales Tax License: \_\_\_\_\_

City Business License: \_\_\_\_\_ (required for permit issuance)

**Purpose of Work:** (Check all applicable) ☐ New Building ☐ Addition ☐ Alteration

☐ Group Home # Occupants \_\_\_\_\_ **Estimated Construction Value** \$ \_\_\_\_\_

**Type of Permit:** (Check all applicable) ☐ Building ☐ Mechanical ☐ Plumbing ☐ Electrical ☐ Fence

Setbacks (From Eaves): Front \_\_\_\_\_ Left Side \_\_\_\_\_ Right Side \_\_\_\_\_ Rear \_\_\_\_\_ Corner \_\_\_\_\_

Building Area: 1st Floor: \_\_\_\_\_ 2nd Floor: \_\_\_\_\_ Garage: \_\_\_\_\_ Carport: \_\_\_\_\_ Patio: \_\_\_\_\_

Porch: \_\_\_\_\_ Total Building Area: \_\_\_\_\_ Finished Floor Elevation: \_\_\_\_\_ P.U.E.: \_\_\_\_\_

Construction Type: \_\_\_\_\_ Fire Sprinkler?: ☐ Yes ☐ No Type System: \_\_\_\_\_ Alarm?: \_\_\_\_\_

**Describe Work to Be Done:** \_\_\_\_\_

I hereby certify that I have read and examined this application and know the same to be true and correct. All provisions of laws and ordinances governing this type of work will be complied with whether specified herein or not. The granting of a permit does not presume to give authority to violate or cancel the provisions of any other state or local law regulating construction or the performance of construction.

**I understand that a city business license is required to conduct any business at this location.**

**I understand that review of my project will not commence until a plan review fee has been paid in full.**

Owner/ Representative Signature

Print Name

Date

☐ I am currently a licensed contractor: \_\_\_\_\_  
Company Name  
\_\_\_\_\_  
License No. ROC License Class  
\_\_\_\_\_  
Signature Printed Name Title

**A. R. S. §42-5006 requires out of state contractors or contractors in business for less than one year post a surety bond with the Department of Revenue. Per A. R. S. §42-5007 the City cannot issue permits without evidence of this bond or a waiver from these requirements.**

### EXEMPTION FROM LICENSING

I am exempt from Arizona Contractors' License Laws on the basis of the license exemptions contained in A.R.S §32-1121A, namely:

- ☐ A.R.S §32-1121A.5 – I am the owner/builder of the property and the property will not be sold or rented for at least one year after completion of this project.
- ☐ A.R.S §32-1121A.6 – I am the owner/developer of this property and I will contract with a licensed general contractor to provide all construction services. All contractors' names and license numbers will be included in all sales documents.
- ☐ Other - \_\_\_\_\_  
Please specify  
\_\_\_\_\_

**I understand that the exemption provided by A.R.S §32-1121A.14 (the Handyman Exemption) does not apply to any construction project which requires a building permit. See Statue for complete requirements.**

I will be using the following licensed contractors on this project:

General Contractor	License No. ROC	License Class
Mechanical Contractor	License No. ROC	License Class
Electrical Contractor	License No. ROC	License Class
Low Voltage Contractor	License No. ROC	License Class
Plumbing Contractor	License No. ROC	License Class

Printed Name \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

**FALSIFICATION OF THE INFORMATION ON THIS DOCUMENT FOR THE PURPOSE OF EVADING STATE LICENSING LAWS IS A CLASS II MISDEMEANOR PURSUANT TO A.R.S §13-2704.**



## Residential Plan Log-in Check List

**Project Type:** ☐ New Construction ☐ Addition ☐ Interior Finish Only

This check list is to help you assure all items needed for plan review and permitting are being submitted at this time. This is NOT a review to assure the documentation provided is correct or a Code review of the plans.

It is rather a method to help you provide all documentation required to start a review.

***Permits cannot be processed without this form first being completed and signed by applicant.***

Name of Project: \_\_\_\_\_

Project Street Address: \_\_\_\_\_

Person Submitting Application (PRINT): \_\_\_\_\_

Applicant is: ☐ Owner/Agent ☐ Contractor/Agent Tel. No. \_\_\_\_\_ Fax: \_\_\_\_\_

Site plans and Zoning requirements are reviewed separately from building plan review.  
There may be comments that MUST be addressed from these reviews before a permit may be issued.

***Y = Required and submitted., N = Required and missing, N/A = Not Applicable to this project***

Y	N	N/A	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Two (2) Site Plans included, drawn to a scale of 1" = 30'? (Not required for interior only)</b>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Site plans locate all property lines, setbacks, easements, buffers, and drainage structures?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Site plans locate all existing and proposed buildings or structures, and their footprints?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Site plans locate all existing and proposed elevated decks, steps, walks, drives, & retaining walls?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Site plans show no encroachment of any setbacks, easements, or buffers?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Bond or Exemption form provided per ARS §42-5006</b>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Paper Building Plans included, no smaller than 1/4" = 1' scale? 3 <u>Paper Copies</u></b>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Digital Building Plans included, no smaller than 1/4" = 1' scale? 1 <u>Copy if available</u></b>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Title page listing all pages included in plan set, Builder and Designer contact information?</b>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Any Engineered details are included? (Footings, foundation walls, TJI's, Roof trusses, etc.)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Building plans include dimensioned floor plan for each level to be improved?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Floor plans show listing of use of each room to be improved? ( <i>living room, kitchen, etc.</i> )
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Floor plans show location and size of all doors, windows, and openings between rooms?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Floor plans show location of water heaters, electrical panels, Furnaces / AC equipment?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Floor plans show location of toilets, lavatory sinks, tubs, showers, kitchen & other sinks?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Floor plans shows location of major appliances, cabinets/tops, and other built-in items?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Foundation plans included showing location & structural details of footings, slabs, walls, etc.?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Framing plans included showing location and structural details of floors, walls, ceilings, and roofs?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Truss calculations and drawings included?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Building plan shows side elevation views of exterior walls, with door/window, deck, stairs located?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Building plan shows side elevations and top plan view of roof, showing roof pitch for each section?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Building plan notes type and R-Rating of all exterior wall, floor, and roof insulation to be installed?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Y = Required and submitted. N = Required and missing, N/A = Not Applicable to this project

I have received a copy of the completed check list. Requirements for any missing information have been explained to me.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\*\*\*\*\* City Use \*\*\*\*\*  
Administrative Completeness Review ☐ Incomplete & Returned ☐ Complete – Review Date \_\_\_\_\_

BY: \_\_\_\_\_ DATE: \_\_\_\_\_

# Over-All Review Timeframes for Building Permits<sup>1, 7, 8</sup>

Permit Classification	Administrative Completeness Review <sup>2</sup>	Substantive Review Stage <sup>3</sup>		
		Review of Initial Submittal <sup>4, 8</sup>	Review of Resubmittal and Staff Decision to Approve / Deny <sup>5, 7, 8</sup>	Over-All Timeframe <sup>6, 7, 8</sup>
Commercial – New Construction & Additions	2	30	30	62
Multi-family - New Construction & Additions	2	30	30	62
Commercial Alterations and Tenant Improvements	2	20	20	42
Multi-family Alterations	2	20	20	42
Standard Plan – Single Family	2	20	20	42
Single Family – New, Alterations & Additions	2	20	20	42
Swimming Pool	2	20	20	42
Park Home – New, Alterations & Additions	2	20	20	42
Manufactured Home – Site Plan Review	2	20	20	42
Manufactured Home – Additions & Alterations	2	20	20	42
Demolition	2	20	20	42
Mechanical, Electrical, Plumbing & Low Voltage	2	20	20	42
Solar	2	20	20	42
Fire Dept. Permits	2	20	20	42
Registered Industrial Plant	2	20	20	42
Certificate of Occupancy (Existing Buildings)	2	20	20	42
Industrial Waste Discharge	2	20	20	42
Foundation Only	2	20	20	42
Sign	2	20	20	42
Detached Accessory Structures & Fences	2	20	20	42
Accessory Structure Site Plan Review – NO Building Permit	2	20	20	42
Promotional Sign/Banner	2	10	10	22
Temporary Use	2	10	10	22
Home Occupation	2	10	10	22
Construction Noise	2	10	10	22

1. All times are maximum timeframes in business days (Mon-Fri.; excluding City Holidays). Shorter review times will be accomplished where possible.
2. Completeness Review timeframes are calculated from date of application submittal to date of acceptance or rejection of the application as administratively complete.
3. Substantive Review timeframes are calculated from date of acceptance of application for Substantive Review, or upon receipt of the submittal of revised plans/reports, to the date of issuance of a comprehensive review letter, or final administrative decision.
4. Review of initial submittal limited to determination of compliance with ordinances, codes, regulations or policy relevant to the specific permit or project application. The review comments on the initial submittal may be amended to address code/policy requirements that City staff failed to include in the first comprehensive review document.
5. Review of resubmittal shall be limited to:
  - a. Addressing 1st review comments that the applicant failed to adequately address in their resubmittal; and/or
  - b. Addressing new review issues arising from modifications the applicant has made to the design and/or technical reports. In this case the City may issue an additional review letter addressing the new design.
6. Over-All Review timeframe is the sum of the Completeness, Initial, and Resubmittal Substantive Review timeframes. The Overall Review Timeframe does not include any time required by the applicant to respond to City review comments
7. If an applicant makes significant changes, alterations, additions, or amendments to an application that are not in response to the request for corrections, the City may make one additional comprehensive written request for corrections. The review for said request shall not exceed 50% of the substantive review timeframe for the specific permit.
8. The applicant and the City may consent to extend the overall review timeframe for complex submittals or other reasons. Said extension shall not exceed 50% of the over-all time frame.

In accordance with the Regulatory Bill of Rights (ARS 9-835) the timeframes for all Building Permit application are provided above. The City of Casa Grande will typically make an administrative decision on each permit application after one (1) comprehensive staff review. Additional reviews may be necessary to resolve code/policy compliance issues associated with a permit. Some Building Permit applications may be extra-ordinarily complex or have significant code compliance issues which will take longer to review than the stated timeframes, In such cases the Applicant and the City may agree to an extension of the Substantive Review timeframe; said extension shall not increase the Substantive Review period more than 50% .

Applications formally denied after the completion of the Overall Timeframe are eligible for reapplication to address the code/policy deficiencies that were the basis for the application denial with the payment of a fee equal to 50% of the original Plan Review Fee. Said reapplication shall occur within 90 days of the application denial.

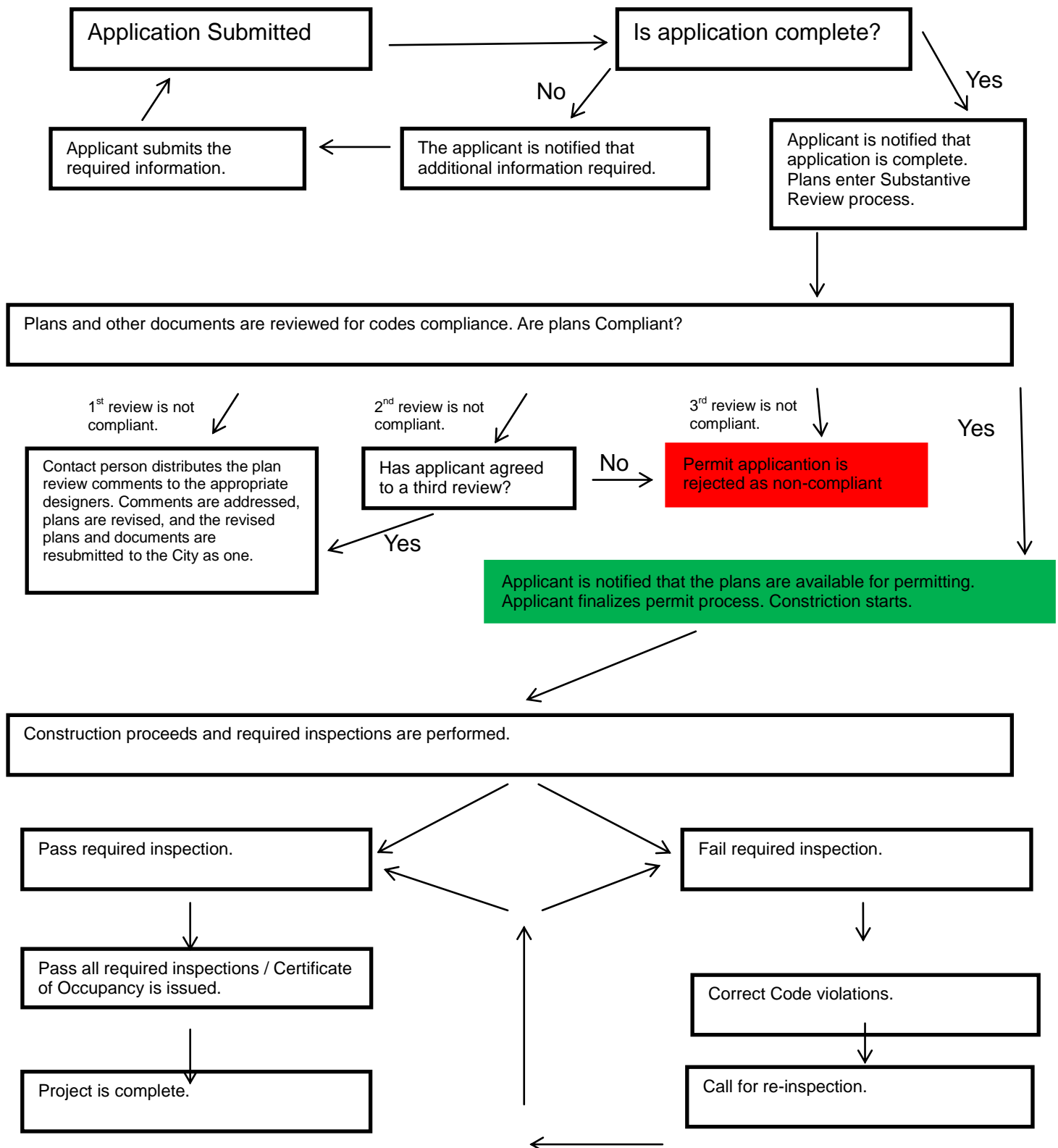
For more information, please contact the Development Center Staff at (520) 426-8630 or [dcpermits@cgaz.gov](mailto:dcpermits@cgaz.gov)

I hereby consent to an extension of the stated Substantive Review timeframe for a maximum of \_\_\_\_\_ additional days.

Applicant

Agreed to by City

# Completeness Review Process for Building and Engineering Permits



Building Plan Review time frames are in business days excepting holidays.  
Please consult the Permit Review Time-line documentation available at the Development Center or on-line at  
<http://www.casagrandeaz.gov/files/2013/06/Review-Timeframes-for-Building-Permits-CDPs-Web-Version1.pdf>

# Appeal Process for Denied Applications

The first appeal is to the Building Official. Please make your appeal in writing. You must list all of the items you disagree with. Provide Code Sections, sealed engineering opinions, etc. Provide all details that you think adequately support your position to the Building Official with both the original comments & documents and your rebuttal. The Building Official will review all the information presented and base his decision on the requirements of the adopted codes and City ordinances.

If you disagree with the decision of the Building Official you may appeal his decision to the City's Board of appeals. This board is made up of volunteers from the community. They will hear both positions and may ask questions of either side. The Board cannot waive Code requirements. The Board may make their decision at the meeting. They may also defer their decision to a later date. You will receive the decision of the Board in writing.

If you disagree with the decision of the Board City Administrative Code Section 113.15 allows any person, whether or not a previous party to the appeal, the right to apply to the appropriate court for a writ of Certiorari to correct errors of law. This application for review shall be made in the manner and time required by law following the filing of the decision in the office of the chief administrative officer.